



**Northern District of Iowa
U.S. Pretrial Services & Probation Office
Employment Opportunity
VA #21-8**

United States Probation/Pretrial Services Officer

LOCATION: Cedar Rapids, Iowa and/or Sioux City, Iowa

CLASSIFICATION LEVEL: CL25-28

More than one position may be hired from this posting. Promotional potential from a CL25 to CL28 without further competition is possible and is based on individual experience and performance, and at the discretion of the Chief U.S. Probation Officer and approval of the Chief Judge.

SALARY RANGE: \$44,528 - \$100,739

The salary range listed here reflects the full pay scale for this position; however, the incumbent's salary would be set per the district's promotional policy. Although starting salaries depend on education, skills, and experience, new incumbents usually start in the developmental range of the designated classification level (CL) and increase incrementally towards full performance and/or CL promotional advancements throughout their career.

OPENING DATE: November 29, 2021

CLOSING DATE: Open until filled

Note: An applicant who applies after the dates listed or within the time period that the announcement is posted on <https://www.ianp.uscourts.gov> can be fully considered up to the time that the position(s) are filled.

The United States Probation Office, Northern District of Iowa, is accepting applications for United States Probation Officer(s) for the Cedar Rapids, Iowa, and/or the Sioux City, Iowa, U.S. Probation Office. The duties specified herein are intended to provide generalized examples of the major duties and responsibilities that are performed by a U.S. Probation Officer within any unit and do not reflect all duties performed by positions covered by this classification. At this time, officers are needed in the assignment areas of field supervision and/or presentence investigations.

POSITION SUMMARY:

- Conducts pretrial investigations to include background information and prepares pretrial reports for the court with recommendations regarding risk of flight or risk of danger to the community pending trial/court resolution of the defendant's pending offense. Gathers comprehensive, factual information and verifies with collateral resources. Provides written and/or verbal assistance to the court regarding pretrial procedures in a clear, logical, and concise format.
- Conducts presentence investigations and prepares reports for the court with recommendations for sentencing of individuals convicted of federal offenses. The preparation of these reports requires interviewing offenders and their families, investigating the offense, prior record and financial status of the offender, and contacting collateral sources. An integral part of this process is the interpretation and application of the U.S. Sentencing Guidelines and relevant case law. Following disclosure of the presentence report to the parties, analyzes any objections and determines appropriate course of action. Such actions

include resolving disputed issues and /or presenting unresolved issues to the court for resolution. Presents presentence report and sentencing recommendations to the court.

- Supervises people under supervision to provoke positive lifestyle changes and to maximize compliance to court-imposed conditions, reduces risk to the community, and provides correctional treatment.
- Assesses individual risks, develops objectives and strategies for controlling risks, and addresses identified needs. Utilizes evidence-based practices into daily activities and interactions with others. Maintains personal contact with people under supervision by way of both office-based visits and home/community contacts which could take place in unsafe neighborhoods or environments where illegal activities and/or violence could occur. Investigates employment, sources of income, lifestyle, and associates to assess risk, needs, and compliance to conditions of supervision. Responsible for detection of substance abuse through assessments and subsequently implements the necessary treatment referrals and/or violation proceedings. Detects and investigates violations of supervision and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the court and appropriate authorities.
- All officers communicate with and seek information from collaborative organizations and persons such as the U.S. Parole Commission, Bureau of Prisons, client families, community partners, public safety/law enforcement officials, treatment providers, victims, and attorneys concerning client progress, behavior, history, and/ or conditions of supervision.
- Officers prepare an array of detailed reports, which may include application of U.S. Sentencing Commission guidelines and responses to judicial officers' request for information. Officers may testify in court as to the basis of factual findings, case information, and guideline applications and may serve as resource to the court to facilitate proper impositions of sentences.
- Officers are required to maintain a detailed written record of case activity.
- U.S. Probation Officers interpret and apply complex rules, policies, and procedures while ensuring judicial and statutory requirements are being met.
- Mandatory evenings and weekend work is required for supervision activities and/or mission critical tasks. Some training and travel, including overnight stays, is required.
- May be required to work more than 40 hours per week in order to meet job requirements and deadlines. This is a salaried position; overtime pay is not authorized by the Judicial Conference of the United States. Compensatory and/or flexible schedules may be allowed.
- Performs related duties and all other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- General knowledge of the roles and functions of the federal probation and/or pretrial services offices. General knowledge of the roles, responsibilities, and relationships among the federal courts, U.S. Parole Commission, U.S. Marshals Service, Bureau of Prisons, U.S. Attorney's Office, Federal Public Defender's Office, and other organizations.
- General knowledge of federal pretrial services, probation and parole policies and procedures. Knowledge of surrounding community and available community resources.
- Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar information (i.e., National Crime Information Center).
- General knowledge of Investigative techniques, including familiarity with resources available wherein offenders'/ defendants' information can be checked.
- General knowledge of case law and supervision techniques. Knowledge of legal terminology.
- General skill in conducting legal research related to a variety of legal issues. Skill in analyzing and summarizing legal concepts and Issues. Skill In reasoning and critical thinking. Skill in relating to other people. Ability to evaluate case information and offender/defendant circumstances. Ability to follow safety procedures. Ability to compute and summarize information (such as background checks and criminal histories) within established time-frames. Ability to discern deception and act accordingly.

- Ability to organize, prioritize work schedule, work with limited supervision. and to exercise discretion. Ability to work under pressure of short deadlines.
- Knowledge of, and compliance with, the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment
- Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds, including law enforcement and collateral agency personnel at different government levels, community service providers, and offenders/defendants. Ability to interview and gather needed Information.
- Skill in the use of automated equipment, including mobile devices, word processing, spreadsheet, and database applications, and various other types of software. Ability to utilize computer software and automated systems. Ability to perform record checks, record urinalysis results, compile criminal history Information, and similar activities subsequent to instructions.

MINIMUM QUALIFICATIONS:

(Qualifications must be met at the time of application)

- A citizen of the United States or be eligible to work in the United States;
- Completion of a bachelor's degree from an accredited college or university in a field of academic study which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position;
- Excellent professional references and computer abilities;
- A driver's license is required to conduct field work;
- The successful applicant must be mature, responsible, organized, and demonstrate sound ethics and judgment. Must also possess a positive attitude, integrity, tact, initiative, and the ability to work with a wide variety of people with diverse backgrounds;
- Must be able to work well under pressure and meet deadlines; and
- Must have the ability to interact and communicate effectively, both orally and in writing.

PREFERRED QUALIFICATIONS:

- Completion of an advanced degree from an accredited university is preferred;
- Fluency in a foreign language; licensure or certification in a behavioral science (LMSW, CADAC, LPC, etc.);
- Exceptional writing skills; analytical skills; and ability to reason;
- Experience in conducting presentence investigations and/or maintaining a caseload;
- Previous community corrections and/or social service experience is highly desired.

SPECIALIZED EXPERIENCE:

A minimum of one (1) year of specialized experience is necessary to qualify at the CL25 level. Specialized experience is defined as: progressively responsible experience, gained *after* completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, social work, or work in substance/addiction treatment. Per national policy, experience as a police officer, custodial, or security officer (other than any criminal investigative experience) does not qualify as specialized experience for this position. An education substitution option for the "Specialized Experience" is listed below.

EDUCATIONAL SUBSTITUTIONS:

Completion of a bachelor's degree as specified in the "Minimum Qualifications" section and one of the following requirements may be substituted for one year of specialized experience:

- An overall "B" grade point average (GPA); or a "B+" (3.5) GPA specifically in your major field of study;
- Standing in the upper third of the class;
- Completion of one (1) academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position.

CONDITIONS OF EMPLOYMENT:

To learn more about careers in the judiciary, applicants are encouraged to view this video before applying. <https://www.uscourts.gov/careers/who-works-judiciary/criminal-justice-careers>

Applicants are advised that false statements or omission of information on any application materials or the inability to meet the aforementioned conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

All application information is subject to verification. The United States Probation Office reserves the right to check references and contact former employers and subordinates.

Age: First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants age 37 or over who have previous law enforcement officer experience under Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

Drug Screenings: Pursuant to Judicial Conference policy, all final applicants for officer and officer assistant positions will undergo a drug screening and medical examination by Public Health Service physicians or other Federal Occupational Health approved physicians using the medical guidelines developed by Federal Occupational Health, Law Enforcement Medical Program. This process could take several weeks. Applicants must obtain a favorable medical examination and background investigation pursuant to policy. The court does have the final discretion to rescind the offer of employment based on suitability concerns at any time during the process.

Medical Requirements: The medical requirements and the essential job functions derived from the medical guidelines for probation officers and officer assistants include but are not limited to: officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are an untreated hernia, cardiovascular disorders, serious deformities or disabilities of the extremities, mental health disorders, fainting and/or seizure disorders, metabolic disorders, bleeding disorders, pulmonary disorders, and marked speech abnormalities. More information may be obtained at www.uscourts.gov website- Federal Courts, Services and Forms, Probation and Pretrial Services, Officers section. Note: Established employees will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by the Chief, for reasonable cause, may be also subject to subsequent fitness-for-duty evaluations.

Appointment: Evidence of questionable integrity and character issues presented at any time during the application process, medical examination, and/or initial drug screening will result in employment offer withdrawal. Upon successful completion of the medical examination and initial drug screening, the selectee may then be appointed provisionally, pending a favorable background and suitability as determined by the court. A full background investigation will be completed by the Office of Personnel Management (OPM) once the incumbent has entered onto duty as a provisional hire. If the OPM report reflects any findings of a negative nature or disqualifying actionable

issues, suitability will be reconsidered by the Chief District Judge and the Chief U.S. Probation Officer and continued employment as a U.S. Probation Officer could be terminated.

Probationary Period: Commencing on the date of her/his entry on duty, the selectee shall complete a one-year probationary period. This period provides time for the employee to become acquainted with the functions of the assigned position. The probationary period also affords the employee's supervisor the ability to evaluate the employee's work performance, attendance, attitude, and compliance with office policies. Upon discretion of the Chief U.S. Probation Officer, and taking into consideration the employee's work experience, performance, and acclamation to their assigned tasks, the probationary period could be extended beyond one year. Once the selectee has successfully completed the probationary period, the provisional status will likely be removed.

Training: During their first year of duty, probation officers are matched with a mentor and receive extensive local training. Newly appointed officers must also successfully complete national training program at the U.S. Probation and Pretrial Services Training Academy in Charleston, South Carolina, which is likely in-person (COVID dependent) and could be up to six weeks long.

Benefits:

- Up to 13 days paid vacation per year for the first 3 years of employment; 20 to 26 days per year thereafter, dependent upon the length of federal service.
- A minimum of 11 paid holidays per year.
- Mandatory participation in the Federal Retirement System and Social Security.
- Optional Thrift Savings Plan (employer matching up to an additional 5% of employee contribution).
- Optional participation in the federal health insurance program of your choice. Optional vision and dental programs are offered as well.
- Optional participation in the flexible spending program for health and dependent care.
- Optional participation in a group life insurance program.
- On-site wellness room; various schedule options and work from home opportunities may be provided after a period of establishment and good performance.
- This position is subject to mandatory electronic funds transfer for payment of net pay.

Other: All court employees are in the excepted service and are required to adhere to the Code of Conduct for Judicial Employees which is provided to each employee. Fully appointed officers may be removed by the Court for unacceptable performance, misconduct, or other cause, pursuant to 18 U.S.C § 3602(a).

which is available at <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>.

The duties of U.S. Probation/Pretrial Services Officer require investigation and management of alleged criminal offenders or convicted offenders who may present physical danger to officers and to the public. In the investigation, supervision, treatment, and control of these offenders, these duties could require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination is necessary for officer safety and use of self defense tactics. On a daily basis, officers may face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing federal offenses. Because officers must effectively deal with physical attacks, and are subject to moderate arduous physical exertion, applicants must be physically capable of effectively performing these duties and are subject to fitness for duty examinations.

This is a federal hazardous duty position and as such officers are subject to mandatory separation at age 57 and eligible to retire at age 50 with 20 years of service.

Adherence to critical tasks, training, required travel, and non-traditional hours (as needed) is required.

The U.S. Pretrial Services & Probation Office reserves the right to assign/reassign an employee to any unit (pretrial, presentence, or supervision) and/or specialized area, based on employee qualifications and the needs of the agency.

HOW TO APPLY:

Email the following documents IN A SINGLE PDF to HR@IANP.USCOURTS.GOV.

Subject of Email should read: **21-8, USPO**

ALL DOCUMENTS LISTED BELOW MUST BE PROVIDED TO BE CONSIDERED FOR THIS POSITION:

- Letter of application that describes your interest in pursuing this position and how your experience relates to the stated duties, responsibilities, skills and abilities of the position;
- Completion of the AO78-Federal Judicial Branch Application of Employment. Incomplete applications will not be considered. The application may be accessed at <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>;
- Detailed resume including personal and professional references;
- Copies of college transcripts, including grade point average; and
- Copies of two most recent performance-based evaluations.

Please note:

The court provides reasonable accommodations to applicants with disabilities in accordance with the American with Disabilities Act. If you need a reasonable accommodation, please notify Human Resources at hr@ianp.uscourts.gov. Applicants may view the district's Equal Employment Opportunity (EEO) and Employment Dispute Resolution (EDR) Plan on the court's website at <https://www.iand.uscourts.gov>.

All applicants must be a U.S. Citizen or be eligible to work in the United States. All appointments subject to FBI Fingerprint background investigation; with periodic reinvestigation, if applicable. Retention depends on favorable suitability determination. Judiciary employees serve under excepted appointments, and are considered "at will" and can be terminated with or without cause by the Court. All appointments are subject to mandatory electronic funds transfer. All employees are required to adhere to the Code of Conduct for Judicial Employees that is available to review at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>

The Court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the successful candidate.

Interviews and testing may be conducted with finalists. Only applicants who are interviewed will receive a response regarding their application.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdrawal the announcement without written notice to the applicants. More than one position could be hired from this posting. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the U.S. Probation Office may elect to select a candidate from the original qualified applicant pool. Posting may be continuously posted and/or reposted to address district vacancy needs.

***~THANK YOU FOR CONSIDERING THE NORTHERN DISTRICT OF IOWA
UNITED STATES PROBATION OFFICE AS YOUR NEXT PLACE OF EMPLOYMENT!~***